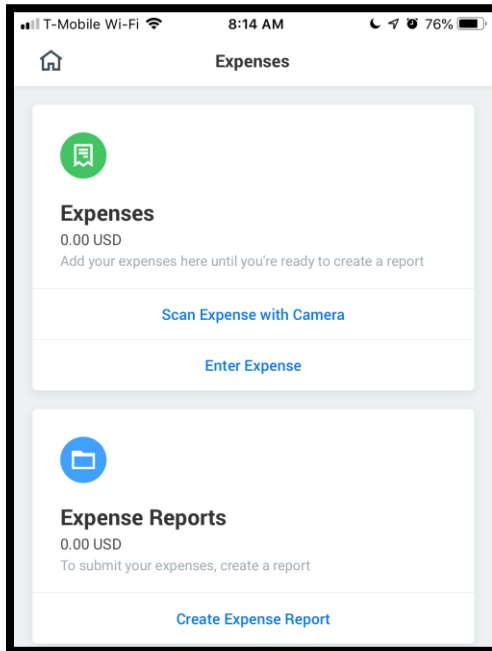


Getting Started: Workday Mobile

WORKDAY MOBILE EXPENSES

EXPENSES

1. Tap Expenses



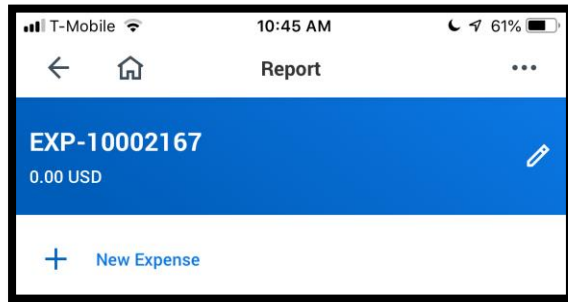
2. Tap on **Create Expense Report**. Fill out the fields marked with an asterisk and add project numbers if required.

A screenshot of the 'Create New Report' form in the Workday Mobile app. The form has a title bar with 'Cancel', 'Create New Report', and 'Done' buttons. The form fields are: 'Memo' (text input), 'Company *' (dropdown menu showing '645 Iowa Department of Transportation'), 'Expense Report Date *' (calendar picker showing '05/21/2019'), 'Cost Center *' (dropdown menu showing '5410 Office of Traffic Operations'), 'Function *' (dropdown menu showing '010 Administration'), 'Location *' (dropdown menu showing 'Office Of Budget And Business Systems'), 'Project' (dropdown menu), and 'Additional Worktags *' (list of tags including 'Appropriation: S44 Highway Division' and 'Fund: 0143 DOT Operating Fund-84').

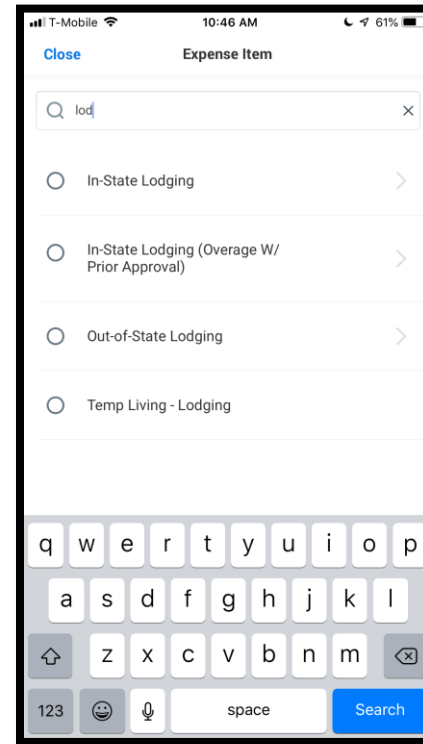
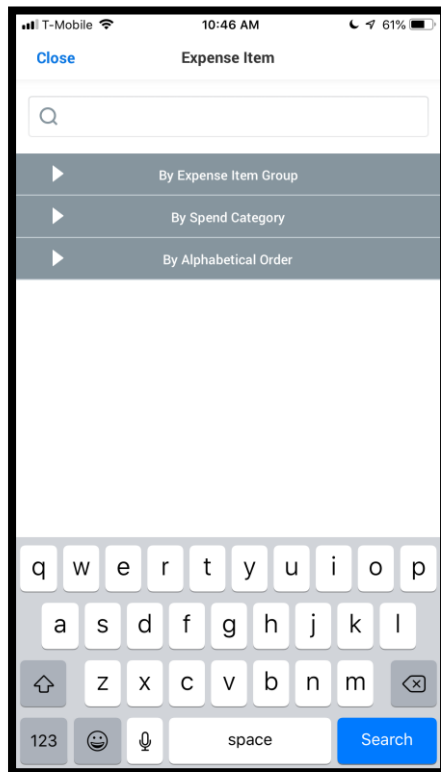
3. Tap **Done**

4. Tap **New Expense**

Getting Started: Workday Mobile



5. Tap in the box for **Expense Item**. You will be brought to a search field where you can search for the expense item you need, either by typing in the search box or using the groupings.



6. After you select your expense item you will start filling the other required fields, noted by an asterisk. These fields will change depending on the expense item. (see images on next page)

Getting Started: Workday Mobile

Expense Line

Cancel Done

Add a photo or image

Date *
05/21/2019

Expense Item *
In-State Lodging

Total Amount *
65.00

Currency *
USD

Memo

*Cost Center
5410 Office of Traffic Operations

*Function
010 Administration

*Location
Office Of Budget And Business Systems

Project

***Additional Worktags**

X Appropriation: S44 Highway Division

X Fund: 0143 DOT Operating Fund-84

☐ Billable

Item Details

Hotel

Destination *
Davenport, Iowa, United States of America

Daily Rate *
65.00

Itemization

Remaining Amount to Itemize
65.00/65.00 USD

Non-Recurring Charges 0 Items

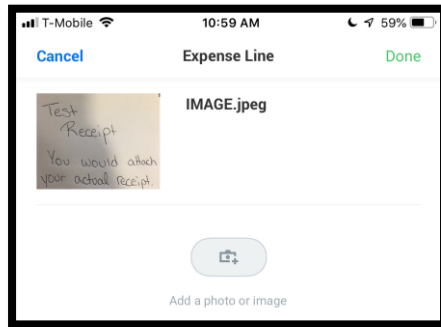
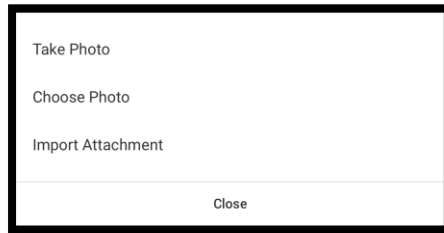
+ Add New

☒ Receipt Included

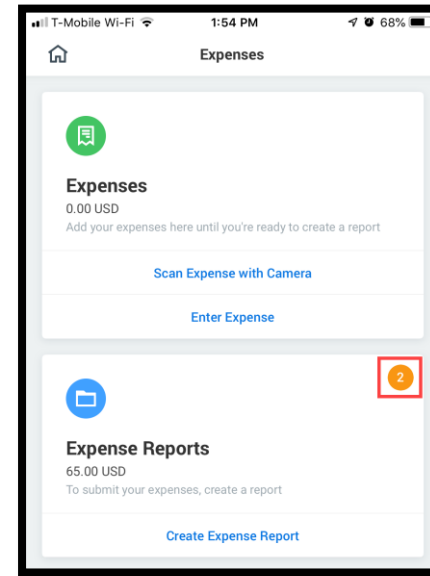
Remove Do Another

Getting Started: Workday Mobile

7. You will also need to attach a receipt. You will begin by tapping the **Add Photo or Image** at the top of the expense line. You will be given the choice of how you want to attach and then will see your attachment at the top once you have added it.



8. You can either tap **Do Another** if you have other lines to add or **Done** at the top right if you are done with the expense report and want to review it.
9. On the main screen for the expense report you can tap **Review** at the bottom to begin the submission process or you can tap the **home** button at the top if you want to be able to edit/add more expenses to this report later.
10. If you are waiting to submit your expense report later you can return to it at any time by return to the main expense screen and then tapping the orange circle with a number in it.



11. Here you can view/edit any reports that are currently in the draft phase or see what expense reports you have in progress. Simply tap on one of the drafts to edit/submit.

